



**USAID | ASIA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID 72048622R10009**

**ISSUANCE DATE: June 10, 2022**

**CLOSING DATE/TIME: July 9, 2022/11:59PM  
Thailand local time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – REO Project Management Specialist (Monitoring, Evaluation and Learning), FSN-11**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Avani Baluci**

Digitally signed by Avani  
Baluci  
Date: 2022.06.02  
08:50:25 +07'00'

**Avani Baluci  
Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72048622R10009**
- 2. ISSUANCE DATE: June 10, 2022**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 9, 2022/11:59PM Bangkok, Thailand local time**
- 4. POINT OF CONTACT:** Kevarin Phirakansakun/ RDMA Human Resources Assistant, e-mail: [RDMArecruitment@usaid.gov](mailto:RDMArecruitment@usaid.gov)
- 5. POSITION TITLE:** REO Project Management Specialist (Monitoring, Evaluation and Learning), FSN-11
- 6. MARKET VALUE:** THB 1,340,075 – 2,345,127 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 8. PLACE OF PERFORMANCE:** The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is opened to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor offerors for a Thai residency permit.
- 10. SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.
- 11. STATEMENT OF DUTIES**

**11.1. General Statement of Purpose of the Contract**

The Project Management Specialist (Monitoring, Evaluation and Learning (MEL) Specialist) serves as a member of the Regional Environment Office (REO), the largest technical office at USAID/RDMA and leads a full range of monitoring, evaluation and learning functions critical to achieving the RDMA's Regional Development Cooperation Strategy (RDCS). The incumbent may be called upon to provide analyses and recommendations to the REO Director and Deputy Director regarding REO portfolio/project/activity's performance issues. S/he will work closely with other REO

staff, the Program Office (PRO), the Regional Office of Acquisition and Assistance (ROAA), the USAID/Asia Bureau or other pillar bureaus in Washington on matters pertaining to monitoring, evaluation and learning of environmental programming as well as gender and inclusive development.

## **11.2. Statement of Duties to be Performed**

### **A. MONITORING, EVALUATION AND LEARNING (60%)**

- Serves as a Development Information Solution (DIS) point of contact for REO.
- Develops projects/activities monitoring systems (including modality, guidance, template, database).
- Compiles and reviews data from Implementing Partners (IPs) on quarterly basis as well as analyzes data and captures lessons learned or issues for adaptive management and learning.
- Conducts data quality assessments for all REO activities.
- Supports development of RDMA's Performance Management Plan and Project MEL plan and regularly updates PMP indicators, targets and results based on the results received from the IPs.
- Supports monitoring efforts undertaken by technical staff and IPs by conducting periodic site visits or by reviewing technical staff's trip reports and IP's progress reports to monitor works of IPs, assessing their MEL systems.
- Reviews, provides feedback, and clears project/activity's MEL plans, research, special studies as assigned.
- Provides technical expertise in the development of evaluation's scope of work as well as finalization of evaluation reports.
- Participates in performance evaluations and/or technical assessments as an MEL expert.
- Works closely with technical staff members to periodically compile, analyze and/or review program performance, results from evaluations/other studies, learning activities and other available data. Documents "lessons learned" to inform future strategy of REO programming and helps articulate USAID strategic direction on each technical/program portfolio. Ensures that findings and recommendations derived from evaluations and/or other studies are used in adaptive management of existing and future projects/activities.
- Serves as an alternate Technical Monitoring and Evaluation Point of Contact (TMEPOC) during an absence of the TMEPOC.
- Serves as the Alternate COR or Activity Manager for MEL related mechanisms.

**B. PROGRAM CYCLE SUPPORT AND GENDER AND INCLUSIVE DEVELOPMENT INTEGRATION (20%)**

- Contributes to project and/or activity design, either as a design team member or an ad hoc advisor. This may require providing inputs or taking a leadership role in developing logic models, theories of change, critical assumptions, MEL requirements and plans, appropriate indicators and targets and ways to integrate them into all levels of the results chain.
- Coordinates inputs and consolidates responses to taskers from USAID/Washington, USAID/RDMA Program Office, and/or other stakeholders in relation to the program cycle.
- Leads the integration of gender and inclusive development agenda into REO projects and activities.
- Represents REO in the MEL and Gender working group as assigned.

**C. TECHNICAL SUPPORT TO BILATERAL MISSIONS (20%)**

- Provides technical support to bilateral Missions regarding project/activity design, monitoring, evaluation and learning as requested by bilateral Missions.
- Assists client Mission staff in developing and refining systems, processes, tools and criteria for the MEL components of project and activity design and management.
- Supports project and activity design teams in client Missions, advises design team members, makes sure the Agency's policies, directions, and processes are followed throughout the program cycle.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**11.3. Supervisory Relationship**

The incumbent reports directly to the Development Assistance Specialist or his/her designee.

**11.4. Supervisory Controls**

Full supervision of other USAID staff is not contemplated.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** A Bachelor's degree in international development, business/public administration, social science, statistics, or related fields.

2. **Experience:** A minimum of five (5) years progressively responsible experience in MEL functions which includes data collection, data analysis, data quality assurance, reporting, evaluation planning and execution, and program management experience or coordination with some of this experience in an international organization, multinational company, Embassies, or other donor organization.
3. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English (a valid TOEIC score of 855 or USAID-administered English Level IV is required)

### III. **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

#### **Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. offerors must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

1. **Experience (30 points):**

Additional points will be given to offerors who have relevant experience above the minimum requirement which may include direct experience in delivering MEL functions which includes data collection, data analysis, data quality assurance, reporting, evaluation planning and execution, and program management experience or coordination with government agencies, NGOs, regional and international organizations. Additional points will be given to those who have experience working as MEL Specialists or having similar roles and responsibilities for USAID Programs and/or in the environmental development sector.
2. **Knowledge (30 points):**
  - Demonstrates a thorough knowledge of relevant Asia development challenges, priorities, and opportunities, as well as an in-depth knowledge of concepts, principles, techniques and practice of development assistance and program design, management, implementation, monitoring, evaluation and learning.
  - Demonstrates knowledge of the Asia region's environmental, political, economic, social and cultural context, as well as strong knowledge on conducting problem analysis and developing a theory of change responding to development challenges.

**3. Skills and Abilities (40 points):**

- Demonstrates an ability to analyze development strategies, present complex information, and manage a variety of activities and data under tight deadlines including financial information, and presentation in concise form.
- Demonstrates an ability to analyze qualitative and quantitative data and provide succinct written reports that require minimal editing to develop and present data in a clear and compelling way.
- Demonstrates exceptional organizational skills, creativity and flexibility.
- Demonstrates excellent interpersonal and teamwork skills, and the ability to develop and maintain strong working relationships with a broad range of development partners and program stakeholders.
- Demonstrates an ability to identify, resolve implementation issues, and advise the RDMA/REO leadership on overall program direction.
- Demonstrates an ability to work effectively on multiple tasks under intense time pressure.
- Demonstrates excellent communication skills (both verbal and written), strong presentation skills, and be able to persuade and mobilize stakeholders to support efforts to improve the use of appropriate technologies, institutions, and policies.
- Demonstrates excellent computer skills especially in using office software such as Microsoft Word, Excel, Power Point, e-mail, Google applications, and statistical modeling software.
- Demonstrates an ability to learn and apply USAID and USG legislation, programming policies, project design methodology, procedures, and documentation related to international environmental programs and activities.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

**SELECTION PROCESS:**

To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in **Section III, item 1-3**. Offerors in a competitive range will be given a recruitment test. Offerors with passing marks from the recruitment test and either 1) a valid TOEIC score or 2) USAID-administered English Level IV mentioned in **Section II, item 3**, will be invited for an interview. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References

may be obtained independently from other sources in addition to the ones provided by an offeror.

Only offerors within a competitive range will be contacted. No response will be sent to unsuccessful offerors.

### **PRESENTING AN OFFER**

Interested offerors must submit the following:

1. Eligible offerors are required to complete and submit the form **DS-174 Application for Employment as a Locally Employed Staff** and a copy of **transcript**. The DS-174 Application form can be found in the U.S. Embassy website <https://th.usembassy.gov/embassy-consulate/jobs/usaidthe-job-vacancies/>
2. A **resume** (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.
3. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor offerors for the permit (check with Thai Immigration Bureau website <https://www.immigration.go.th> for the information of Thai Residency Permit).
4. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).
5. All required documents must be scanned and submitted via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.
6. Application must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
7. To ensure consideration of application for the intended position, the offeror must prominently reference the Solicitation Number in the application submission. The email subject should read: **First name Last name – USAID 72048622R10009 REO Project Management Specialist (Monitoring, Evaluation and Learning), FSN-11**

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

#### IV. LIST OF REQUIRED CLEARANCE FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following clearance forms.

1. **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
2. **Access Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

#### V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

#### VI. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Thai government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

#### VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services



Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct**

By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

EQUAL EMPLOYMENT OPPORTUNITY: USAID/RDMA provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

**END OF SOLICITATION**